



## **CITY OF WEST PLAINS**

**1910 HOLIDAY LN  
WEST PLAINS, MO 65775**

**PHONE 417-256-7176**

### **REQUEST FOR PROPOSAL**

**Roof Repair Project for City Building at**

**395 E Broadway St, West Plains, MO 65775**

**Issued by:  
Kristopher Bates  
Purchasing Agent  
1910 Holiday Ln  
West Plains, MO 65775  
Tel. 417-256-0130  
Email: [kristopher.bates@westplains.gov](mailto:kristopher.bates@westplains.gov)**

<b>Date Issued</b>	July 23 <sup>rd</sup> , 2025
<b>Deadline for Questions</b>	August 25 <sup>th</sup> , 2025
<b>Proposals must be Received On or Before</b>	2:00pm August 26 <sup>th</sup> , 2025

The City of West Plains (COWP) is accepting proposals from qualified roofing installers as outlined in the following Scope of Work section. We invite your firm to submit a proposal to us by 2:00 p.m. on August 26, 2025, for consideration. A description of our organization, the services required, and the proposal requirements follow.

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## **Introduction**

The City of West Plains is a local government entity, located in Howell County, serving a population of approximately 13,000 citizens. The City provides many direct services to its community. This includes the building located at 395 E Broadway St, West Plains, MO 65775. This building was formerly the home of GOCAT (Greater Ozarks Center for Advanced Technologies) and is currently the home of the West Plains Chamber of Commerce. This building has recently been renovated to accommodate the Chamber and the next step is to have the roof in its entirety replaced. The purpose of this RFP is to obtain competitive bids for the necessary work to ensure a durable and watertight roofing system.

## **Objective**

The City of West Plains' objective is to contract with a skilled, experienced contractor who will represent the City's best interest to install a new roofing system for the building located at 395 E Broadway St.

## **Scope of Work**

The project will include, but is not limited to, the following tasks:

1. Removal of Existing Roofing Materials: Proper removal and disposal of the existing roof system.
2. Inspection & Repair of Substrate: Identify and repair any structural deficiencies in the roofing substrate.
3. Installation of New Roofing System: Install a roofing system appropriate for the building, providing a long-lasting, weather-resistant solution.
4. Flashing: Replace or repair all flashing
5. Drainage Improvements: Inspect and evaluate the current drainage systems, including scuppers, gutters, downspouts, and internal drains. Identify any blockages, improper slopes, or damage that may be affecting drainage performance including the addition or replacement of gutters, downspouts, scuppers, or internal drains.
6. Sealing and Waterproofing: Ensure all seams, penetrations, and edges are properly sealed.
7. Cleanup & Disposal: Proper disposal of debris and site cleanup upon project completion.
8. Warranty: Provide a warranty for workmanship and materials used in the project.

## **Insurance Requirements**

The contractor shall purchase and maintain such insurance as will protect it from claims set forth below which may arise out of, or result from, the Contractor's execution of the work, whether such execution be by the Contractor, or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

- 1) Claims under workmen's compensation, disability benefit and other similar employee benefit acts;
- 2) Claims for damages because of bodily injury, occupational sickness or disease, or death of employee;

- 3) Claims for damages because of bodily injury, sickness or disease, or death of any person other than employees;
- 4) Claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the Contractor, or (2) by any other person and;
- 5) Claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom.

Certificates of Insurance acceptable to the Owner shall be filed with the Owner prior to commencement of the work. These Certificates shall contain a provision that coverages afforded under the policies will not be cancelled unless at least fifteen (15) days prior written notice has been given to the Owner. Minimum requirements are as follows:

General Aggregate	\$2,000,000	Products-Comp/Op Agg	\$2,000,000
Personal \$ Adv Injury	\$1,000,000	Each Occurrence	\$1,000,000
Med Exp (any 1 person)	\$10,000		

### **Indemnification**

To the fullest extent permitted by law, contractor agrees to indemnify, defend and hold harmless the City of West Plains, its elected officials, officers, agents, volunteers, lessees, invitees and employees from and against all suits, claims damages, losses and expenses including but not limited to attorney's fees, court costs or alternative dispute resolution costs arising out of or related to any such suit, claim, damage, loss or expense involving an injury to a person or persons, whether bodily injury or other personal injury(including death), or involving an injury or damage to property (including loss of use or diminution in value), but only to the extent that such suits, claims, damages, losses or expenses were caused by the negligence or other wrongdoing of Contactor, or any supplier or subcontractor, or their agents or employees, directly or indirectly, regardless of whether caused in part by the negligence or wrongdoing of the City or any of its agents or employees.

### **Bid Bond Requirement**

All bidders are required to submit a bid bond with their proposal. The bid bond must be in the form of a certified check, bank draft, or an irrevocable letter of credit issued by a reputable financial institution, and it should be equivalent to five percent (5%) of the total bid amount. The purpose of the bid bond is to guarantee that the successful bidder will enter into a contract with the City of West Plains for the specified project.

### **Performance Bond Requirement (if over \$50,000)**

Upon acceptance of the bid and award of the contract, the successful bidder will be required to furnish a performance bond. The performance bond should be in an amount equal to 100% of the total contract value and should be issued by a surety company with a credit rating deemed acceptable by the City of West Plains.

The performance bond is intended to ensure the satisfactory completion of the project in accordance with the terms and conditions outlined in the contract. The successful bidder must provide the performance bond within 30 days from the date of contract award.

### **Proposal Requirements**

Interested contractors shall submit proposals including:

1. **Company Information:** Name, address, contact details, and years in business.
2. **Project Approach:** Description of methods and materials to be used.
3. **Experience & References:** List of similar projects completed within the past five years, with references.
4. **Cost Proposal:** Detailed breakdown of project costs, including labor, materials, permits, and other expenses.
5. **Timeline:** Estimated project schedule, including start and completion dates.
6. **Insurance & Licensing:** Proof of necessary insurance and valid Missouri contractor's license.

### **Proposal Submission Instructions**

Proposals must be submitted in a sealed envelope labeled "Roof Repair Proposal" and delivered to:

City of West Plains

1910 Holiday Lane

West Plains, MO 65775

Attn: Kristopher Bates

## **Instructions to Bidders**

1. **Examination of Documents and Site:** Bidders shall carefully examine the RFP documents and the project site before submitting a proposal. Any questions must be submitted in writing before the deadline specified.
2. **Submission of Bids:** Proposals must be submitted in a sealed envelope, clearly marked with the project name and bidder's name. Late submissions will not be considered.
3. **Bid Modifications or Withdrawal:** A bidder may modify or withdraw their proposal in writing before the submission deadline. After the deadline, bids may not be modified or withdrawn.
4. **Bid Opening:** Proposals will be opened at the designated time and place. The City reserves the right to reject any or all proposals.
5. **Award of Contract:** The contract will be awarded to the most responsive and responsible bidder based on the evaluation criteria outlined in this RFP.
6. **Compliance with Laws:** The selected contractor must comply with all federal, state, and local laws and regulations applicable to the project.
7. **Insurance Requirements:** The contractor must provide proof of liability insurance, worker's compensation, and other required coverage as specified in the contract.
8. **Performance and Payment Bonds:** If required, the selected contractor must furnish performance and payment bonds before work begins.
9. **Project Timeline:** Work must commence within the timeframe specified in the contract and be completed according to the agreed-upon schedule.
10. **Contractor Responsibilities:** The selected contractor is responsible for all labor, equipment, materials, and permits necessary for project completion.

## **Additional Information**

- The City reserves the right to reject any or all proposals.
- A pre-bid meeting/site visit will be required. All bidders are encouraged to meet with City Staff on site BEFORE August 19th . Appointments should be made with Kristopher Bates. Please note that a minimum of 1 days' notice is required.
- All questions regarding this RFP should be directed to Kristopher Bates at Kristopher.bates@westplains.gov or 417-256-0130.

**The deadline for submission is Tuesday, August 26, 2025 @ 2:00 P.M. Late submissions will not be considered.**

## ATTACHMENT A -SIGNATURE PAGE

### Proposer Warranties

1. The proposer certifies it can and will provide and make available, as a minimum, all services set forth in the RFP.
2. Proposer warrants that it is willing and able to comply with State of Missouri Laws with respect to foreign (non-state of Missouri) corporations (if applicable).
3. Proposer warrants that it is willing and able to obtain insurance providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees, or agents thereof.
4. Proposer warrants that it will not delegate or subcontract its responsibilities under its agreement with COWP without the prior written permission from COWP.
5. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.
6. Proposer certifies the pricing provided in is good for 45 days.

Firm: \_\_\_\_\_

Signature: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

City of West Plains - Proposal Evaluation Form

Bidder: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Evaluation Criteria	Maximum Points	Score
Cost & Value	30	
Experience & Qualifications	25	
Project Approach & Materials	25	
Timeline & Availability	10	
References & Past Performance	10	
<b>Total Score</b>	<b>100</b>	

Evaluator Comments: